

Engineering Department Program Coordinator

General Definition of Work

FSLA Status: *Non-Exempt*

Reports directly to the Department of Engineering Director and performs administrative tasks as assigned in support of all three divisions of the Engineering Department to include Public Works, Watershed Management and Capital Projects. Performs skilled work with minimal supervision, including contract management, budget analysis, staff report preparation and related activities. Assists the Director in identifying challenges and initiatives to improve the operations of the department. Effectively communicates with town staff as well as project and process stakeholders, as needed.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provides direct administrative assistance to the Department of Engineering Director.

MUNIS power user. Coordinates and assists in all phases of department /project sourcing including, but not limited to, low-value contracts, master services agreements, work authorizations, purchase orders and change orders.

Develops budget tracking tools for all three divisions in the department and performs budget analysis tasks including, but not limited to, trend analysis, year-to-date, project-to-date, actual-to-budget, percent complete, etc.

Picks up and distributes incoming/outgoing mail, maintains departmental supplies, coordinates department equipment maintenance.

Monitors department equipment and supplies and replenishes as necessary consistent with Town policies and procedures.

Processes registrations for conferences and training seminars, makes travel arrangements, prepare travel expense reports.

Prepares and processes purchase orders, check requests and expense receipts.

Prepares and maintains contract folders consistent with Town policies and procedures.

Reviews checklist for contract accuracy and completeness consistent with Town policies and procedures.

Reviews contract invoices. Works with Finance in payment processing consistent with Town policies and procedures.

Maintains contract change order log and payment ledger: contract value, approved payments, retainage, balance due, etc.

Prepares a variety of documents including correspondence, memoranda, staff reports, etc.; verifies for accuracy and completeness.

Performs grant compliance activities including, but not limited to, easement acquisition and property research work, preparation of quarterly financial reports, grant reimbursement documentation, etc.

Assist the Department of Engineering Director, Town Manager, Deputy Town Manager and Town Council with special projects, as assigned.

Perform emergency and disaster-related duties as assigned.

Performs other duties as apparent or assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Knowledge, Skills and Abilities

Experience in, or the aptitude to learn how to become a MUNIS power user.

Experience in using the Microsoft Office Suite, especially Word, Excel and PowerPoint.

Knowledge of standard office practices, procedures and ability to use basic office equipment, including but not limited to, personal computers, copy machines, office printers, etc.

Ability to effectively communicate orally as well as in written form.

Knowledge and practice of standard email and telephone etiquette.

Interpersonal skills necessary to effectively and professionally communicate with staff, elected officials and the public.

Education and Experience

Bachelor's Degree in Business, or related field, or the equivalent of three or more years' experience in effectively performing essential functions of the position.

Previous experience working in, or performing administrative duties in support of local government activities is strongly desired.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.